

# Timesheets and Payroll

- There are 2 pay periods per month:
  - ◆ 1<sup>st</sup> through 15<sup>th</sup> of the month
  - ◆ 16<sup>th</sup> through last day of month
- Current wage in Placer County is \$10.50
- Timesheets are due on or after last day of the pay period
- Do not turn in timesheets early
- Do not claim hours while recipient is in hospital
- Complete and turn in W-4 form



# Timesheet – 2 Page View

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

San Bernardino Department of Human Services  
17270 Bear Valley RD, STE 108  
Victorville CA 92385

**IN-HOME SUPPORTIVE SERVICES (IHSS)  
INDIVIDUAL PROVIDER  
INITIAL / REPLACEMENT TIMESHEET**

Record your daily hours and minutes like these samples.

Did not work 

H	H	M	M

6 hours 30 minutes 

H	6	M	30

4 hours 45 minutes 

H	4	M	45

10 hours 

H	10	M	

Total 

2	1	1	5

1. Use black ink only and press firmly. Numbers must be readable.  
2. Your defined workweek is from Sunday, 12:00 AM to Saturday, 11:59 PM.  
3. Do not send any other documents with the timesheet except a travel claim form.

9. Time travelled from one recipient to another on the same day must be claimed on the timesheet for the recipient and cannot exceed the 7 hour weekly travel cap.  
10. Claimed = hours worked and claimed in previous pay period, travel = hours travelled and claimed in previous pay period.

Provider #: 123456789 Provider Name: JOHN PROVIDER  
Case #: 00 01 1234567 Recipient Name: JANE RECIPIENT  
Type: IHSS Timesheet No: 1234567890123456  
From: 01/16/2014 To: 01/31/2014

Workweek #1 Claimed: 01:00 Workweek #2 Claimed: 00:00 Workweek #3 Claimed: 00:00 Workweek #4 Claimed: 00:00

S 0 0 0 0 S 19 H H M M S 26 H H M M S 0 0 0 0  
M 0 0 0 0 M 20 H H M M M 27 H H M M M 0 0 0 0  
T 0 0 0 0 T 21 H H M M T 28 H H M M T 0 0 0 0  
W 0 0 0 0 W 22 H H M M W 29 H H M M W 0 0 0 0  
T 16 H H M M T 23 H H M M T 30 H H M M T 0 0 0 0  
F 17 H H M M F 24 H H M M F 31 H H M M F 0 0 0 0  
S 18 H H M M S 25 H H M M S 0 0 0 0

Total Total Total Total

Turn over and sign. →

Carefully tear along dotted line

**Instrucciones importantes**

- Use solamente tinta negra y presione firmemente. Los números deben estar legibles.
- Su semana laboral definida es de domingo a las 12:00 AM a sábado a las 11:59 PM.
- No envíe cualquier otro documento junto con su reporte de horas trabajadas.
- Escriba solamente en las casillas para las horas, los minutos, la firma y la fecha. No escriba nada en las casillas con un '0' ya impreso. Cualquier anotación adicional en el reporte de horas trabajadas puede atrasar su cheque de pago.
- No se le pagarán horas reclamadas que sobrepasen las horas autorizadas por el Programa IHSS del beneficiario, o las horas semanales permitidas. El reclamar horas adicionales podría atrasar su cheque de pago.
- Usted debe anotar las horas de cada día en que trabajó (la línea para el total es opcional).
- Usted y su beneficiario deben firmar y fechar en el dorso de su reporte de horas trabajadas.
- No doble su reporte de horas trabajadas. No use corrector líquido ni cinta correctora en el reporte de horas trabajadas.
- Redamadas = horas que trabajó y reclamó en el periodo de pago anterior.

**重要指示**

- 請僅使用黑色水筆著重填寫。數字的填寫務必清晰可讀。
- 您的預設一週工作時間為週日凌晨 12 點至週六午夜 11:59。
- 請不要隨工時單附寄任何其他文檔。
- 請僅填入小時數、分鐘數、簽名和日期方塊。無需填入任何預先印入 0 的方塊。工時單上出現其他字跡可能延遲薪資的發放。
- 您的索償時數不可超過國家支援服務方案 (IHSS Program) 接受方所獲授權之時數，或超過每週允許之時數。超過一定時數的索償可能延遲薪資的發放。
- 請務必輸入每日工作時數（總計線可選填）。
- 您和您的服務接受方務必在工時單的背面簽名並簽署日期。
- 請不要折疊工時單。請不要使用修正液或修正帶修改工時單。
- 索償時間 = 在上一個薪資結算週期內所工作並索償之時數。

**Գրեցողի ցուցումներ**

- Օգտագործեք միայն սև քառաչափ և ուժեղ սեղմեք: Քվերը պետք է ցայտնակ լինեն:
- Ձեր սահմանված աշխատանքային շաբաթը է կիրակի օրը ժամը 12:00-ից մինչև շաբաթ օրը ժամը 11:59-ը:
- Ժամանակացույցի հետ միասին դրե՛ք աշխատանքային մի ուղարկե՛ք:
- Գրե՛ք միայն ժամերի, րոպեների, ստորագրության և ամսաթվի վանդակներում: Մի գրե՛ք որևէ վանդակում, որտեղ արդեն տպված է 0: Ժամանակացույցում արված որևէ լրացուցիչ գրություն կարող է երկարանգել ձեր վճարման ստացումը:
- Դուք չեք վճարվի այն ժամերի համար, որոնց գերազանցում են ստացողի IHSS ծրագրի կողմից հաստատված ժամերի քանակը կամ շաբաթվա ընդամենը ժամերի քանակը: Լրացուցիչ ժամեր ներկայացնելը կարող է երկարանգել ձեր վճարման ստացումը:
- Դուք պետք է գրե՛ք շաբաթը ընդամենը օր աշխատած ժամերը (ընդամենը գրական) ցիլեք կամակերպ:
- Դուք և ձեր ստացողը պետք է ստորագրե՛ք ու ամսագրե՛ք ձեր ժամանակացույցի հետևում:
- Ժամանակացույցը մի ծաղե՛ք: Ժամանակացույցի վրա պիտույի հեղուկով կամ ուրիշ ժապավենով ուղղումներ մի արե՛ք:
- Գումարներ = աշխատած ու պահանջած ժամեր վճարման նախորդ ժամանակաշրջանում:

I understand that any false claim relating to this timesheet may be prosecuted under Federal and State laws and that if convicted of fraud, I may also be subject to civil penalties. By signing as the recipient of services claimed on this timesheet, I declare that the information on the timesheet is true and correct. By signing as the provider of services claimed on this timesheet, I declare that the

Recipient's Signature Date Provider's Signature Date

Mail Detached Timesheet To:  
IHSS Timesheet Processing Facility • PO Box 272862 • Chico, CA 95927-2862

Sign & date, before mailing

# Timesheet – Sample

Write numbers clearly in the hours and minutes time entry boxes – use black ink only

No writing in boxes marked with 0

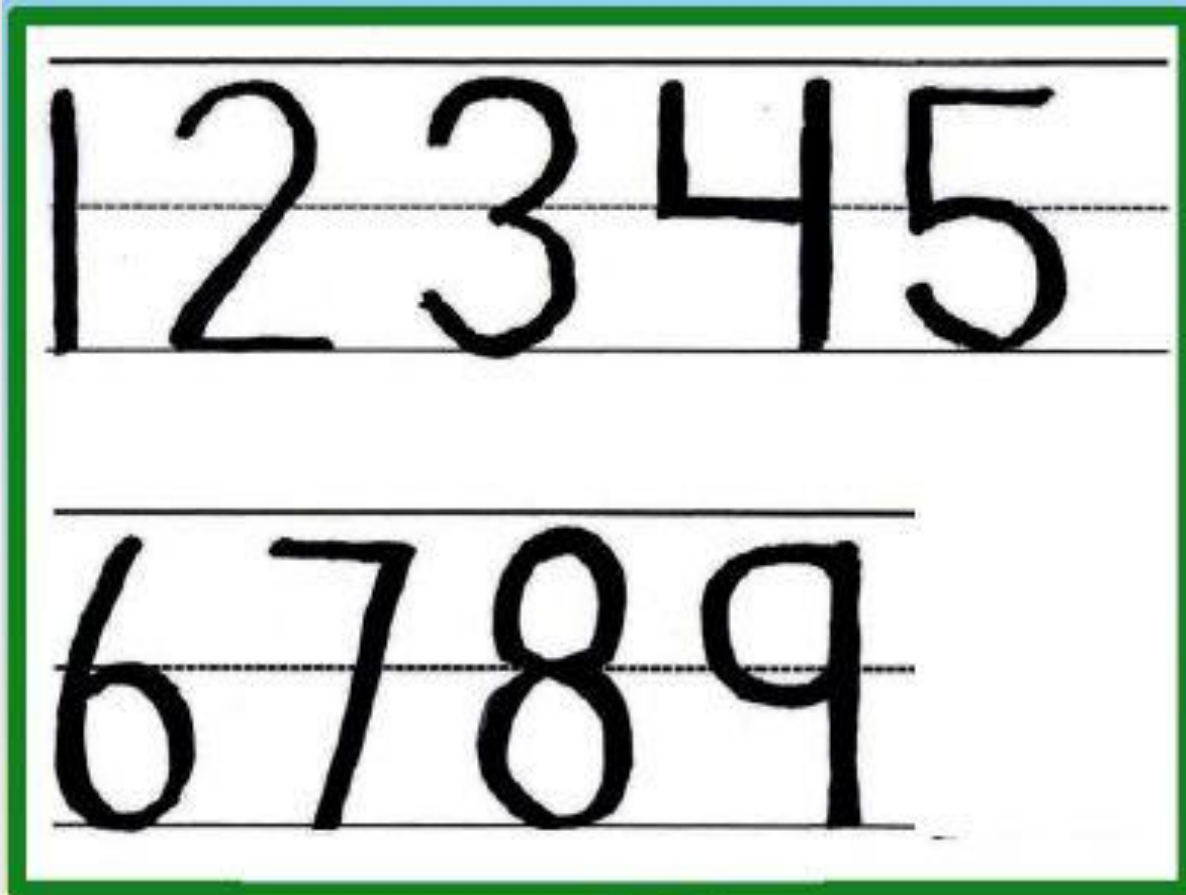
The sample timesheet form is divided into three columns, each representing a week. Each column contains a grid of boxes for time entry, with rows for days of the week (S, M, T, W, T, F, S) and columns for hours (0-23) and minutes (0-59). The first and third columns are marked with a large red 'X' over the entire grid, indicating that no writing should be done in these areas. The second column is highlighted with a green border, showing the correct format for time entry: 'H' for hours and 'M' for minutes. Below each grid is a 'Total' line. At the bottom of the form is a barcode and the instruction 'Turn over and sign.' with an arrow pointing right.

Day	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	0	1	2	3	4	5	6	7	8
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# Keep Numbers Simple

Scanning equipment will be “reading” the timesheet.  
It is important that you “print” numbers simply and clearly.



If numbers are not written  
clearly on the **new timesheet**,  
your paycheck will be delayed.

**Call IHSS Payroll to issue a new timesheet**

# Record Time In Hours and Minutes

- No leading zeros in the hours boxes.
- Always include zeros in the minutes boxes, if applicable.
- If you forget to put a 0 in the 2<sup>nd</sup> box for 10, 20, 30, 40, or 50 minutes it will read as 1, 2, 3, 4, or 5 minutes.

		HOURS		MINUTES	
8 hours 50 minutes	26 <sup>th</sup>		8	5	0
No Work	27 <sup>th</sup>				
10 hours 30 minutes	28 <sup>th</sup>	1	0	3	0
6 hours 15 minutes	29 <sup>th</sup>		6	1	5
7 hours 5 minutes	30 <sup>th</sup>		7	0	5
6 hours 40 minutes	31 <sup>st</sup>		6	4	0
Total					



# Incorrect Timesheet #1

Putting more than one  
number in a single time entry  
box


Putting more than one  
 er in a single time entry  
 box

HN PROVIDER		IE RECIPIENT	
4567890123456		1/2014	
<u>Workweek #3</u>		<u>Workweek #4</u>	
imed : 00:00		Claimed : 00:00	

S	0	0	0	0	S 19	H	5	M	M	S 26	H	1.00	M	M	S	0	0	0	0
M	0	0	0	0	M 20	H	5	M	M	M 27	H	H	M	M	M	0	0	0	0
T	0	0	0	0	T 21	H	2	M	M	T 28	H	1.00	2	M	T	0	0	0	0
W	0	0	0	0	W 22	H	3	M	M	W 29	H	H	M	M	W	0	0	0	0
T 16	H	H	M	M	T 23	H	3	M	M	T 30	H	H	M	M	T	0	0	0	0
F 17	H	10	M	M	F 24	H	2	M	M	F 31	H	H	M	M	F	0	0	0	0
S 18	H	50	M	M															
<b>Total</b>																			

Decimal point in time entry box




Turn over and sign. →

# Incorrect Timesheet #2

Writing numbers too big – going outside time entry boxes – not very clear writing

S	0	0	0	0	S 19	H	H	M	M	S 26	H	H	M	M	S	0	0	0	0
M	0	0	0	0	M 20	H	4	0	0	M 27	H	0	0	0	M	0	0	0	0
T	0	0	0	0	T 21	H	H	M	M	T 28	H	H	M	M	T	0	0	0	0
W	0	0	0	0	W 22	H	1	1	5	W 29	H	7	2	0	W	0	0	0	0
T 16	H	2	3	0	T 23	H	H	M	M	T 30	H	H	M	M	T	0	0	0	0
F 17	H	H	M	M	F 24	H	3	0	5	F 31	H	H	M	M	F	0	0	0	0
S 18	H	7	1	5	S 25	H	H	M	M	S	0	0	0	0	S	0	0	0	0
Total _____				Total _____				Total _____				Total _____							

Turn over and sign. →





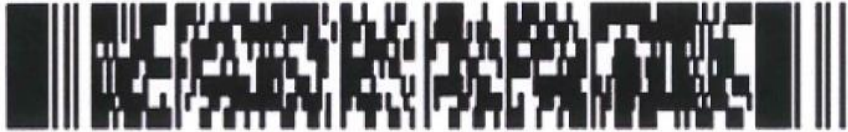
# Incorrect Timesheet #3

Using color ink, other than black – not very clear writing

Workweek #4  
Claimed : 00:00

S	0	0	0	0	S 19	H	H	M	M	S 26	H	H	M	M	S	0	0	0	0
M	0	0	0	0	M 20	H	4	5	7	M 27	H	2	0	0	M	0	0	0	0
T	0	0	0	0	T 21	H	H	M	M	T 28	H	H	M	M	T	0	0	0	0
W	0	0	0	0	W 22	H	1	0	2	W 29	H	4	0	0	W	0	0	0	0
T 16	2	0	1	5	T 23	H	H	M	M	T 30	H	H	M	M	T	0	0	0	0
F 17	H	H	M	M	F 24	H	H	M	M	F 31	H	H	M	M	F	0	0	0	0
S 18	H	2	4	0	S 25	H	H	M	M	S	0	0	0	0	S	0	0	0	0
Total	1	2	5	5	Total	5	5	9		Total	6	0	0		Total				

Turn over and sign. →





# Timesheet – Correctly Completed

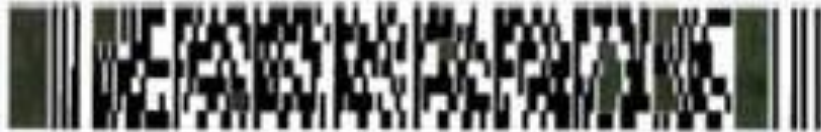
Writing clearly and  
using black ink

One number per box  
and kept inside boxes

Employee Name: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Sheet No: \_\_\_\_\_  
To: \_\_\_\_\_

S	M	T	W	T 16	F 17	S 18	S 19	M 20	T 21	W 22	T 23	F 24	S 25	S 26	M 27	T 28	W 29	T 30	F 31	S							
0	0	0	0	6	6	4	6	6	6	6	6	6	4	6	6	6	6	6	6	0							
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							
Total				16:00				Total				40:00				Total				36:00				Total			

Turn over and sign. →



# Timesheet Processing

- Timesheets mailed to Timesheet Processing Facility (TPF) in Chico, CA
- An envelope with the pre-printed address included with each timesheet.
- If you lose the envelope, the TPF address on back of timesheet.
- Only one timesheet per envelope, do not include notes.
- Timesheets must be submitted on or after the last day of the pay period.
- The state has **10 days** to process a check once the timesheet has been received. Paychecks are mailed from Sacramento.



# STILL HAVE QUESTIONS?

Get information about your timesheets and  
payments

24 hours a day, 7 days a week by calling

IHSS Self-Service Line

**1-866-376-7066**